

# iOS Basics and Student Usage Management



## Goal:

1. Gain a basic understanding of the built in hardware and software features of the iPad.
2. Downloading, Moving, Deleting and Organising Apps
3. Create/Add Mail Accounts
4. Calendar synching
5. Keyboard Settings and Options, and working with Text on iOS
6. Multi-gestures

## Rationale:

In order to understand how a device can improve student learning, it is essential to have a basic knowledge of how the device works and its capabilities. This session is for those who have little or no experience using an iPad.

## iPad Features:

Hardware & buttons

The Home button is 1 of only 2 physical button on an iOS device. The Home button closes Apps when pressed once, and opens the Task Bar when tapped twice.

## iCloud Setup

### External Buttons and Controls



### Connectors and Input/Output



iCloud is an important feature of the iPad. It allows the user to locate his iPad, if it is missing. Allows for Calendars and Bookmarks to be synced online between devices.

<http://www.apple.com/icloud/setup/>



## AppleID and downloading Apps

### What is an Apple ID and do I need one?

Yes, you need one...

An Apple ID is your user name for everything you do with Apple: Shop the iTunes Store, enable iCloud on all your devices, buy from the Apple Online Store, make a reservation at an Apple Retail Store, access the Apple Support website, and more. The AppleID is therefore also the login you use for just about everything you do with Apple, including using iCloud to store your content, downloading apps from the App Store, and buying songs, movies, and TV shows from the iTunes Store.

Think you have an AppleID but not sure what the password etc is?

Visit: <http://bit.ly/U0tygW> and start trying to track it down.

Having problems with your Apple ID, including password support and possible occurrence of Multiple Accounts? Go to:

<http://www.apple.com/support/appleid/>

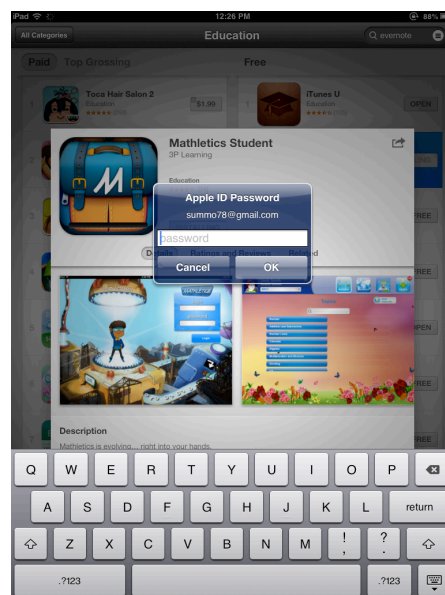
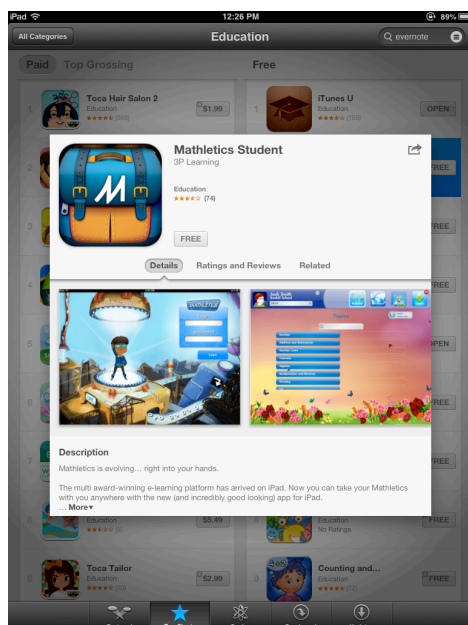
More questions? Go to Apple FAQ site and get the answers: <http://bit.ly/14xyo9f>



## Apps



Once you've found your app by opening the AppStore App (see icon to left), you'll need to install it on your iPad. This is a two-step process. First, touch the gray button with the price on it. Many are of course FREE though. Once you have done this, you will be asked to enter your APPLE ID password, as well as confirming the cost of the purchase if applicable.



## Move, Delete and Organise Apps

Once an App is downloaded, it will place itself on your last screen. You can navigate to this by swiping to the right. You can however move an iPad app by placing your finger on the app's icon and holding it down until all of the icons on the screen start wobbling.

This is both the Move State, as well as the Delete State.

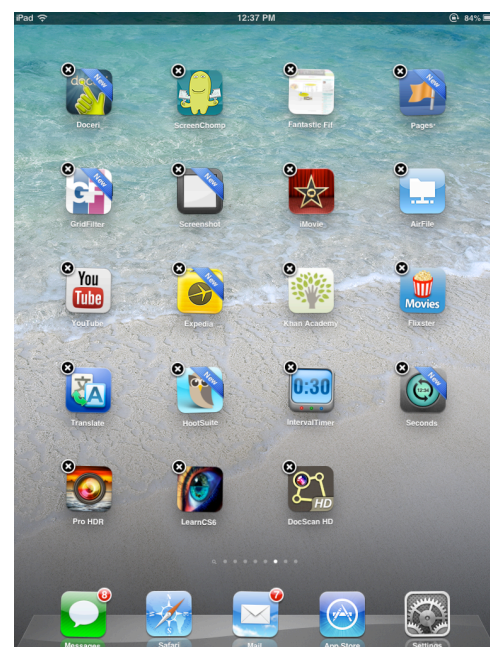
### A. Move

While your iPad is in this move state, you can move icons by holding your finger down on top of them and simply moving your finger.

If you move the app's icon to the left side of the display, the iPad will shift to the screen to the left. If you move the icon to the right side of the display, it will shift to the screen to the right.

To place the app's icon, simply lift up your finger.

When you are finished moving iPad apps, you can leave the "move state" by clicking the Home button.



## B. Delete Apps

Apps can be deleted from this same State. Hold your finger down in the middle of the App, and wait until all App tiles start wobbling, and there is a black X in the top-left corner of all App tiles.

To delete the App you wish to remove, press that Black X on the App to delete. You will be asked to confirm this decision. Press the Home button to complete the process and exit the Move/Delete process.

## C. Organise Apps

Finally, Apps can also be moved *and* organised from this same State. Hold your finger down in the middle of the App, and wait until all App tiles start wobbling, and there is a black X in the top-left corner of all App tiles.

Now to organise Apps into Groups, drop Apps on top of another to group them. In the screenshot, you can see how a 'Google' App grouping looks. This was started by Moving one Google App onto another, naming the Group, and then adding further Apps to it.



## Settings

### Multitasking Gestures

**Switching Between Apps:** The most useful of the multitasking gestures is the ability to switch between apps by using four fingers and swiping left or right on the screen.

**Getting Back to the Home Screen:** If switching between apps is the most useful, getting back to the home screen will be the most used. Instead of clicking the home button, you can use four fingers to pinch in on the screen.

**Bringing Up the Task Bar:** The task bar is located at the bottom of screen, often activated by double clicking the physical Home button. But with MultiTask Gestures, you can pinch out with four fingers to reveal it. This is a very similar gesture to zooming in on a webpage or picture.

To turn this feature on go to **Settings > General > Multitasking Gestures ON** (see right)







## Keyboard Settings

The iPad Keyboard Settings will let you do customise your iPad by turning off Auto-Correction, choosing an International Keyboard or even setting up Keyboard Shortcuts. Let's go over the different options under Keyboard Settings to understand what you can do to modify your iPad's keyboard.

•**Auto-Capitalisation.** By default, the iPad automatically makes the first letter in each sentence a capital letter. You can choose to disable this feature if you wish.

•**Auto-Correction.** To avoid common misspellings, 'auto-correction tries to help. While often very useful, it can create some unusual interpretations of the word you are trying to use. If in a hurry, it can lead to embarrassment, especially in emails! You can switch this *off*.

•**Check Spelling.** Red squiggly lines under a word indicate that the iPad thinks you may have misspelled the word. This is the built-in spell checker. You can turn it off by switching Check Spelling to *Off*.

•**Enable Caps Lock.** By default, the iPad will turn off the caps key after you type in your next letter, number or symbol. But if you double tap the caps key, it turns on caps lock, which will allow you to type in multiple capital letters without the need to hit the caps key before each one. If you don't like this feature, you can turn it off here.

•**"." Shortcut.** If you hit space twice in a row, the iPad will insert a fullstop (period) in place of the first space. Helpful for composing extended paragraphs, but it can often lead to having 2 actual spaces. You can turn off the option.

•**International Keyboards.** When you first set up your iPad, you set your nationality settings. You can however add to this, by opening Settings > Keyboard > Add Keyboard.

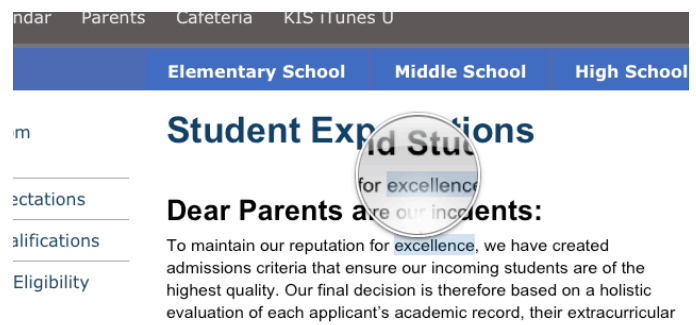
•You can also change from the standard "QWERTY" keyboard to the "AZERTY" keyboard or the "QWERTZ" keyboard layout.

•**Split Keyboard.** To help with speedy composition you can 'pull' the keyboard apart for thumb typing. It's worth trying out, but you can of course turn off the split keyboard with this setting, which means you'll never accidentally pull your keyboard apart.

- **Dictation.** The 3rd generation iPad includes Voice Dictation. But if you prefer typing to talking, you can turn off Voice Dictation with this setting.
- **Shortcuts.** Keyboard shortcuts allow you to type in a simple abbreviation (like "omw") and have the iPad convert it to something longer (like "On my way!"). You can add your own shortcuts here, which can really save time.

## Copy and Paste

1. Go to any screen that has text on it.
2. Touch and hold your finger on the iPad screen on the text you wish you to select. A magnifying glass appears. Position the glass over the text you want to copy.
3. Remove your finger from the screen and tap "Select," which highlights a word of text in the selection.
4. Drag the selection handles to expand the highlighted area over the text you wish copied on your iPad. Once selected, tap "Copy."
5. Navigate to a text-entry box or document that you can edit. Press and hold a finger on the text field until the "Paste" button appears. Tap this button to paste the copied text into the field.





## Mail and Calendars

Adding email account is fairly easy, but varies depending on what type of email account you want to add. In this example, we'll use Gmail as this is what's used at KIS.

1. Open **Settings > Mail, Contacts, Calendars** on your iOS device
2. Fill out the fields as suggested (by Apple) below. Just make sure you put your full name in the 'Name' field, as this is what will appear in your recipients' emails. You might however put 'Work' or 'Personal' in the 'Description' field. This will show up only on your device and will help navigate to the correct account, and faster!
3. It is advisable at this stage to switch Calendars to the ON position for your new account. We'll go to your Calendar App next to fine tune which Calendars will display.
4. Once you have opened your Calendar App, select 'Calendars' from the top-left of screen. This will show all your Google Calendars that are attached to your Google email account.
5. Now, start selecting the Calendars that you want to display by default each time you open the App. (\* You can of course return to this menu for those other less-used Cals).
6. To add Events to your Calendar, hold your finger down on the date you want to add an Event to, and complete the fields.
7. You can add people (Invitees) too to any event you create.
8. Check for Invitations sent to you by selecting the 'Invitation' button, located right next to the 'Calendars' button. In the screenshot above, you can see that there are '0' Invitations waiting here.



## Syncing Multiple Calendars in Gmail

- Google Calendar: Calendars can be added, needs to be done in your web browser, like Safari.
- Login to your Gmail, then visit the link below in a new tab. (mail.google.com)
- <https://www.google.com/calendar/syncselect>
- Select all of your calendars and save. This makes it possible for your iPad's Calendar to have access to all of your calendars.